

# DELAWARE

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. **Read all instructions printed below and on the FPCA before completing and signing your application.**

## FEDERAL POST CARD APPLICATION

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)	
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §	
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.) a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> OTHER _____ c. RACE _____ d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____	<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See Instructions.) <b>D</b> <b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.) _____ _____ _____
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.) a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP <b>A</b> c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____	<b>8. AFFIRMATION BY APPLICANT</b> X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See Instructions) a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent. b. a U.S. citizen temporarily residing outside the U.S. <b>E</b> c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent. d. other U.S. citizen residing outside the U.S. e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement. f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. h. The information on this form is true and complete.
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.) a. LAST DATE OF RESIDENCY _____ b. NUMBER AND STREET (Do not use Post Office Box) _____ c. CITY, TOWN OR VILLAGE <b>B</b> d. STATE _____ e. COUNTY OR PARISH _____ f. ZIP CODE (9 -digit, if known) _____	i. SIGNATURE OF APPLICANT <b>F</b> j. DATE _____ M M D D Y Y
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.) _____ _____ _____ _____ <b>C</b>	<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law) <b>G</b> DATE SIGNED _____ M M D D Y Y
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See instructions.) _____ _____ _____	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

## Application Instructions

Circled letters on the form above correspond to the instructions below. **You must complete all shaded areas.**

**A.** Do not leave blank. Enter “N/A” if not applicable or if you are a first time voter.

**B.** Provide the complete street address of your Delaware voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: “on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station.” This address must be different from the one provided in Item 4 and must be the county where you claim legal voting residence.

**C.** Print the complete address where you want your ballot sent — usually your current mailing address. It must be different from the address you provided in Item 3.

**D.** If you do not list a party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write “none” in

Item 6 of the FPCA. Political party affiliation is not required if only requesting absentee ballots for general elections. If you are currently registered and want to change your political party affiliation or if you declined to indicate a party affiliation upon registering and now wish to vote in a primary election, you must submit a completed FPCA which includes your new political party affiliation to the local election official not later than March 1st before the primary election. The FPCA must be signed and dated for it to be processed by the local election official.

**E.** Check ONE box.

**F.** Sign this in the presence of an oath taking official, if available.

**G.** A notary public, commissioned officer, consular officer, or other authorized person may complete this section. The oath may be self-administered, under penalty of perjury, in the absence of an authorized oath-taking official.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Delaware and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. When To Do It

You may use a single FPCA to request ballots for all elections in a calendar year (for local, state and Federal offices).

- (1) **To register and request an absentee ballot**, submit a completed FPCA to the Department of Elections so that it arrives not later than 20 days before the election.

**If you are already registered and only wish to request an absentee ballot**, send a completed FPCA requesting an absentee ballot to the Department of Elections so that it arrives during the year of the election and not later than 3 days before the election. In years when a Presidential primary election is held, the county Department of Elections will accept requests for the primary ballot beginning August 15 of the year prior to the year of the Presidential election.

- (2) Return the voted ballot to the Department of Elections in the county of your voting residence so that it arrives not later than 12:00 noon on the day before the election. Voted ballots for Federal offices received after 12:00 noon on the day before the election but prior to the close of polls on election day will be counted.

County Departments of Elections mail ballots as soon as they are available. This is generally 30 to 45 days before an election.

If you are outside the U.S. and have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instruction in Chapter 2, page 12.

### C. Oath/Witness Requirements

The FPCA must be notarized or sworn to either before a commissioned officer or a person authorized to administer oaths.

The absentee ballot affidavit on the ballot return envelope requires a self-administered oath (under penalty of perjury).

## D. Electronic Transmission of FPCAs and Ballots

- Delaware allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.
- Delaware does not allow you to receive the blank ballot by fax.
- Delaware does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use only the following numbers:**

DSN 223-5527

(703) 693-5527

1-800-368-8683

## E. State Special Write-in Ballot

Delaware provides a state special write-in absentee ballot available 90 days before the election if you will be unable to vote by regular absentee ballot or in person due to requirements of military service or due to living in isolated or extremely remote areas of the world.

The FPCA may be used to request the state special write-in ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.E. If no labels are available, write in Item 7: "I am unable to vote by regular absentee ballot or in person due to requirements of military service. I request a special write-in ballot."

The special write-in ballot may be requested at any time before the election.

Vote the special write-in ballot by writing in the names of specific candidates from the list provided.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

These procedures apply to persons who are U.S. citizens, residents of Delaware and overseas citizens. The term "overseas citizen" means a U.S. citizen who resides outside the U.S and (but for such residence) would be qualified to vote in Delaware.

## A. Who Can Do It

- Delaware residents temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas citizens (for Federal office ballots only)

## B. When To Do It

You may use a single FPCA to request ballots for all elections in a calendar year.

- (1) **To register and request an absentee ballot**, submit a completed FPCA to the Department of Elections so that it arrives not later than 20 days before the election.

**If you are already registered and only wish to request an absentee ballot**, send a completed FPCA requesting an absentee ballot to the Department of Elections so that it arrives during the year of the election and not later than 3 days before the election. In years when a Presidential primary election is held, the county Department of Elections will accept requests for the primary ballot beginning August 15 of the year prior to the year of the Presidential election.

- (2) Return the voted ballot to the Department of Elections in the county of your voting residence so that it arrives not later than 12:00 noon on the day before the election. Voted ballots for Federal offices received after 12:00 noon on the day before the election but prior to the close of polls on election day will be counted.

County Departments of Elections mail ballots as soon as they are available. This is generally 30 to 45 days before an election.

If you have not received your state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2, page 12.

## C. Oath/Witness Requirements

The FPCA must be notarized or sworn to either before a commissioned officer or a person authorized to administer oaths.

The absentee ballot affidavit on the ballot return envelope requires a self-administered oath (under penalty of perjury).

## D. Electronic Transmission of FPCAs and Ballots

- Delaware allows you to send the FPCA for registration and absentee ballot by fax. After faxing, submit the FPCA by mail.

- Delaware does not allow you to receive the blank ballot by fax.
- Delaware does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. **Use only the following numbers:**

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

## E. State Special Write-in Ballot

Delaware provides a state special write-in absentee ballot available 90 days before the election if you will be unable to vote by regular absentee ballot or in person due to requirements of military service or due to living in isolated or extremely remote areas of the world.

The FPCA may be used to request the state special write-in ballot. In Item 7 of the FPCA, place one of the state special write-in labels from Section III.E. If no labels are available, write in Item 7: "I am unable to vote by regular absentee ballot or in person due to living in isolated or extremely remote areas of the world. I request a special write-in ballot."

The special write-in ballot may be requested at any time before the election.

Vote the special write-in ballot by writing in the names of specific candidates from the list provided.

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

### A. Bars to Registration and Voting

Persons convicted of a felony (unless pardoned) or found mentally incompetent may not register to vote or vote.

### B. Action on Registration Requests

You are notified when your application is accepted. If your application is rejected, you are so notified with the reason(s) for rejection.

**C. Action if Registration is Denied**

Denial of registration may be appealed to the county board of elections and/or superior court. Consult a legal assistance officer or civilian counsel.

**D. Where To Send It**

Mail the FPCA to the Department of Elections, county of voting residence, as listed below:

County	Address	City & Zip Code
New Castle	820 North French St., 4th Floor	Wilmington 19801-3531
Kent	455 Court St.	Dover 19901-3729
Sussex	119 N Race St.	Georgetown 19947-9985

***“Votes Are Counted, Voters Count”***

by Albert Bartz, Bellevue, Nebraska

If needed, place one of the following stick-on labels in Item 7 of the FPCA:

"I am unable to vote by regular absentee ballot or in person due to requirements of military service or due to living in isolated or extremely remote areas of the world. I request a special write-in absentee ballot."

"I am unable to vote by regular absentee ballot or in person due to requirements of military service or due to living in isolated or extremely remote areas of the world. I request a special write-in absentee ballot."

